

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB00-35

Date: October 24, 2000  
Expiration Date: 6/30/01  
69:142:is:4166

TO: LOCAL WORKFORCE INVESTMENT AREAS  
CHIEF ELECTED OFFICIALS  
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF  
WID STAFF

SUBJECT: WIA FIRST QUARTER REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide instructions regarding first quarter reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data for the following funding:

- Title I Early Youth (Grant Code [GC] 340)
- Youth (GC 301)
- Adult (GC 201)
- Dislocated Worker (GC 501)
- Rapid Response (GC 540)
- National Emergency Grants (GC 723, 724, 727, 728)
- Veterans Match and Supplemental (GC 545, 609)
- Veterans Workforce Investment Program (VWIP GC 377)
- Veterans Bridge Funding (GC 605)
- Title III (JTPA) to Title I (WIA) Transition-(GC 556, 557, 558, 573, 604, 606)
- WIA 15% Transition (GC 608) (formerly GC 582)

Expenditures for the above funding streams should be reported as cumulative from the beginning of the subgrant to the end of the quarter (i.e., 07/01/00 through 09/30/00 for all funding streams except "early" youth). Beginning dates for "early" youth will vary depending on the date Local Workforce Investment Areas (LWIAs) accepted their "early" youth funding.

All LWIAs are required to transmit financial information in electronic format (direct transmission) through the Job Training Automation (JTA) system.

The electronic transmission for required reports would usually be due no later than close of business on October 20, 2000. However, since the new WIA expenditure screens **will not** be available until October 25, 2000, LWIAs are to make first quarter expenditure entries into JTA on October 25. To assist LWIAs with filing of first quarter data, samples of the new expenditure screens along with line item instructions are attached.

The Department of Labor (DOL) is currently in the process of making changes in the requirements for participant reporting for WIA. Due to these anticipated changes, DOL has waived the need for first quarter WIA participant reports. However, in the future,

LWIAs will be required to transmit Individual Participant Data (IPD) by the 20th of each month. The JTA system will be modified to include this function in November. At the time of this JTA system release, further guidance on the IPD process will be provided.

If you have questions or are not able to file first quarter expenditure reports, please contact: Judi Bauman, Financial Management Unit (FMU), at (916) 654-8276 or Martha Overman, FMU, at (916) 654-7765. For JTA questions, please contact the Automation Customer Support Unit's help desk at (916) 653-0202.

/S/ BILL BURKE  
Chief

Attachment

## INSTRUCTIONS

## SAMPLE OF THE EXPD SCREEN

(EXPD replaces ESER)

EXPD	ENTER SUMMARY OF EXPENDITURES	
Subgrantee Code	_____	
Grant Code	_____	
YOA	_____	
Report Period End	_____	
Final Report (Y/N/C)	_____	
Rev Number	_____	

Once entries have been made to the Option screen (shown above), the actual Enter Summary of Expenditures (EXPD) expenditure screen will appear with the header and section I filled. The **grant code** will always be the indicator that will determine which fields on the expenditure screen are available for entry.

## SAMPLE OF THE PXPd SCREEN

(PXPd replaces PSER)

PXPd	PRINT WIA SUMMARY OF EXPENDITURES	
Retrieve Existing Report (Y)es (N)o	_____	
SUBGRANTEE CODE:	_____	
(S)ummary or (I)ndividual for Subgrantees	_____	
State Grant Type	_____	
Grant Code	_____	
(S)ummary or (I)ndividual for Subgrantees	_____	
Report Period End	<u>  /  </u>	
YOA	_____	
Report Revision Number (99 for current revision)	_____	
Include Signature Block	<u>  N  </u>	

This screen replaces the PSER screen, which had been used to print the reported expenditures for the Job Training Partnership Act program. The new Print WIA Summary of Expenditures (PXPd) screen now includes a signature block line. Once expenditure entries have been completed and filed electronically, users will now be able to print out a report that includes the signature line.

## SAMPLE OF THE PWES SCREEN

(PWES replaces PERS)

PWES	PRINT EXPENDITURE STATUS REPORT
Retrieve Existing Report (Y)es (N)o	_____
Sort by (S)ubgrant or (G)rant Code	_____
Subgrantee Code	_____
State Grant Type	_____
Grant Code	_____
Report Period End	_____

This status report helps identify whether a report is needed, whether a line item has been previously closed, or a final report has been filed. It also identifies what subgrant/line items are open at the end of the current report period.

The entry screens developed to report WIA expenditures are separated into two formats. One screen is to report expenditures for the Youth funding stream and one screen is to report expenditures for all other funding streams. (The "Option" screens are the same for both formats).

Attached you will find ***samples*** of the new WIA expenditure screens for both layouts along with line item instructions.

Subgrantee Code:		LWIA Name:	
Grant Code:		Title I	
Term: 04/01/00 to 06/30/2002		Report Period: 07/00 to 09/00	

  

<b>I. SUBGRANT INFORMATION</b>			
1. Year of Appropriation	2000		
2. Rev. No.	00		
3. Subgrant / Contract Number	RXXXXXX		
4. Subgrant Term: From:	07/01/00		
To:	06/30/02		
5. Total Allotment	\$		
6. Final Report (Y/N/C)			
<b>II. TOTAL EXPENDITURES</b>	\$		
<b>III. ADMINISTRATIVE EXPENDITURES</b>			
1. TOTAL ADMINISTRATIVE EXPENDITURES	\$		
<b>IV. OTHER REPORTABLE ITEMS (ADMIN)</b>			
1. Non-Fed Supp (Stand-In)	\$		
<b>2. Unliquidated Obligations</b>	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
<b>V. CUMULATIVE EXPENDITURES - (PROGRAM)</b>			
1. Youth In-School	\$		
2. Youth-Out-of School	\$		
3. Other	\$		
4. TOTAL PROGRAM EXPENDITURES	\$		
4.a. Youth Summer Employment Opportunities	\$		
<b>VI. OTHER REPORTABLE ITEMS (PROGRAM)</b>			
1. Non-Fed Supp (Stand-In)	\$		
<b>2. Unliquidated Obligations</b>	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
<b>VII. COMMENTS</b>			
<b>VIII.</b>			
<b>1. Name</b>	<b>2. Title</b>	<b>3. Phone Number</b>	
_____	_____	_____	
<b>4. Contact Name</b>	<b>5. Title</b>	<b>6. Contact Phone</b>	<b>7. Date Submitted</b>
_____	_____	_____	_____

Subgrantee Code: Grant Code: Term: 07/01/00 to 06/30/2002	LWIA Name: Title I Report Period: 07/00 to 09/00	
<b>I. SUBGRANT INFORMATION</b>		
1. Year of Appropriation	2000	
2. Rev. No.	00	
3. Subgrant / Contract Number	R0XXXXXX	
4. Subgrant Term: From:	07/01/00	
To:	06/30/02	
5. Total Allotment	\$	
6. Final Report (Y/N/C)		
<b>II. TOTAL EXPENDITURES</b>		
	\$	
<b>III. ADMINISTRATIVE EXPENDITURES</b>		
1. Total Administrative Expenditures	\$	
<b>IV. OTHER REPORTABLE ITEMS (ADMIN)</b>		
1. Non-Fed Supp (Stand-In)	\$	
<b>2. Unliquidated Obligations</b>	\$	
3. Program Income Earned	\$	
4. Program Income Expended	\$	
<b>V. CUMULATIVE EXPENDITURES (Pgm)</b>		
1. Core Self Services	\$	
2. Core Registration Services	\$	
3. Intensive Services	\$	
4. Training Services	\$	
5. Other / Rapid Response / NRA / NEG	\$	
<b>6. TOTAL PROGRAM EXPENDITURES</b>	\$	
<b>VI. OTHER REPORTABLE ITEMS (PGM)</b>		
1. Non-Fed Supp (Stand-In)	\$	
<b>2. Unliquidated Obligations</b>	\$	
3. Program Income Earned	\$	
4. Program Income Expended	\$	
5. Incentive Funds Expended	\$	
<b>VII. COMMENTS</b>		
<b>VIII.</b>		
1. Name	2. Title	3. Phone Number
4. Contact Name	5. Title	6. Contact Phone
		7. Date Submitted

SUMMARY OF EXPENDITURES INSTRUCTIONS (YOUTH 301 AND EARLY YOUTH-340)
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TO ENTER EXPENDITURE DATA INTO THE JTA SYSTEM START WITH THE EXPD "OPTION" SCREEN. ON THE EXPD "OPTION" SCREEN ENTER THE FOLLOWING:
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Item	Line Item Instructions
1. LWIA / Subgrantee Code	Enter the LWIA three-digit alpha name assigned by the Workforce Investment Division (WID).
2. Grant Code	Enter the Job Training Automation three-digit grant code assigned to each funding source.
3. YOA	Enter the Year of Appropriation assigned to the funding source.
4. Report Period End	For quarterly reports enter 3/xx, 6/xx, 9/xx, and 12/xx. For monthly reports enter 1/xx, 2/xx, 4/xx, 5/xx, 7/xx, 8/xx, 10/xx and 11/xx.
5. Final Report Y / N / C	Enter an "N" for no, a "Y" for yes or a "C" for the closeout. If you enter an "N" after previously entering a "Y", the previous entry will become an "X". If you previously entered a "C" and are changing to a "Y" or "N" or trying to revise the "C", previous entry will then become a "Z".
6. Report Revision Number	The revision number will come up automatically.

### SECTION I. SUBGRANT INFORMATION

This section provides the header information of the expenditure report and automatically defaults based on the details entered on the Option Screen "EXPD".

### SECTION II. TOTAL EXPENDITURES

(Administrative and Program) will auto-fill based upon entries to Sections III, IV, V and VI.

### SECTION III. ADMINISTRATIVE EXPENDITURES (Youth-301/340)

1. Administrative Expenditures	Enter the amount of <u>cumulative</u> administrative expenditures for the selected grant code.
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### SECTION IV. OTHER REPORTABLE ITEMS (YOUTH ADMIN)

1. Non-Federal Support (Stand-In)	<p>Enter the total amount of Non-Federal Support for Core Self Services, Core Registration Services, Intensive Services and Training Services (if applicable).</p> <p><b>Notes:</b> Stand-in costs are paid from non-federal sources that a recipient proposed to substitute for federal costs that have been disallowed as a result of an audit or other review. Stand-in costs must be in the same category as the disallowed costs, and must be reported as uncharged costs under the same title. In order to use Stand-In funds, they must be reported for the same year as the year the disallowed costs occur.</p> <p>Refer to 20 CFR 627.480(f)</p>
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2. Unliquidated Obligations	Enter the amount of all obligations owed but not yet paid for the program year.
<b>MUST BE FILLED IN</b>	<p><b>Note:</b> “Obligation” means the amount of orders placed, contracts and sub-grants awarded, goods and services received, and similar transactions during a funding period that will require payment by the recipient or sub-recipient during the same or future period.</p> <p><b>Current to date administrative expenditures + Unliquidated administrative expenditures MUST NOT exceed the 10 percent administrative cap.</b></p>
3. Program Income Earned	Revenues in excess of the cost of services. Enter the amount of income earned.
4. Program Income Expended	Enter the amount of accrued expenditures of program income.

**SECTION V. CUMULATIVE EXPENDITURES (PROGRAM) Youth-301/340**

1. Youth In-School	Enter the amount of accrued expenditures that were provided for in-school youth.
2. Youth Out-of-School	Enter the amount of accrued expenditures that were provided for out of school youth.
3. Other	Enter the amount of accrued expenditures for other.  (Other; includes program related costs that are not directly associated to serving clients).
4. Total Program Expenditures	Total program expenditures auto-fill based on entries to lines V.1., V.2., and V.3.
4.a Youth Summer Employment Opportunities	Enter the amount of accrued expenditures for Summer Employment Opportunities <b>contained</b> in the In-School and Out-of-School total expenditures reported in Line 4.

SECTION VI. OTHER REPORTABLE ITEMS (PROGRAM) Youth-301/340
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1. Non-Federal Support (Stand-in)	<p>Enter the total amount of Non-Federal Support for Core self-services, Core Registration services, Intensive services and Training services (if applicable).</p> <p><b>Notes:</b> Stand-in costs are paid from non-federal sources that a recipient proposed to substitute for federal costs that have been disallowed as a result of an audit or other review. Stand-in costs must be in the same category as the disallowed costs, and must be reported as uncharged costs under the same title. In order to use Stand-In funds, they must be reported for the same year as year the disallowed costs occur.</p> <p>Refer to 20 CFR 627.480(f)</p>
2. Unliquidated Obligations  <b>MUST BE FILLED IN</b>	<p>Enter the amount of all obligations owed but not yet paid for the program year.</p> <p><b>Note:</b> “Obligation” means the amount of orders placed, contracts and sub-grants awarded, goods and services received, and similar transactions during a funding period that will require payment by the recipient or sub-recipient during the same or future period.</p>
3. Program Income Earned	Revenues in excess of the cost of services. Enter the amount of income earned.
4. Program Income Expended	Enter the amount of accrued expenditures of program income.

SECTION VII. COMMENTS
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Enter any comments in this section.

SECTIONS VIII. CERTIFICATION
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1. Name	Enter the name of the authorized official who will be signing the forms.
2. Title	Enter the title of the authorized official.
3. Phone Number	Enter the phone number of the authorized official.
4. Contact Person	Enter the name of the contact person to be reached in the event any questions should arise. The contact person will, in most cases, be the individual who prepares the report.
5. Title	Enter the contact person's title.
6. Phone Number	Enter the contact person's phone number.
7. Date Submitted	Date submitted defaults to current date.

SUMMARY OF EXPENDITURES INSTRUCTIONS: For ADULT, DISLOCATED WORKER, VETERANS MATCH, VETERANS SUPPLEMENTAL, VWIP, VETERANS BRIDGE FUND, NEG (formerly NRA), RAPID RESPONSE AND ANY JTPA FUNDS TRANSITIONED TO WIA.

TO ENTER EXPENDITURE DATA INTO THE JTA SYSTEM START WITH THE EXPD "OPTION" SCREEN. ON THE *EXPD* OPTION SCREEN ENTER THE FOLLOWING:

Item	Line Item Instructions
1. LWIA / Subgrantee Code	Enter the LWIA three-digit alpha name assigned by the Workforce Investment Division (WID).
2. Grant Code	Enter the Job Training Automation three-digit grant code assigned to each funding source.
3. YOA	Enter the Year of Appropriation assigned to the funding source.
4. Report Period End	For quarterly reports enter 3/xx, 6/xx, 9/xx, and 12/xx. For monthly reports enter 1/xx, 2/xx, 4/xx, 5/xx, 7/xx, 8/xx, 10/xx and 11/xx.
5. Final Report Y / N / C	Enter an "N" for no, a "Y" for yes or a "C" for closeout. If you enter an "N" after previously entering a "Y", the previous entry will become an "X". If you previously entered a "C" and are changing to a "Y" or "N" or trying to revise the "C", previous entry will then become a "Z".
6. Report Revision Number	The revision number will come up automatically.

### SECTION I. SUBGRANT INFORMATION

This section provides header information on the expenditure report and automatically defaults based on the details entered on the Option Screen "EXPD".

### SECTION II. TOTAL EXPENDITURES

(Administrative and Program) will auto-fill based upon the entries to Sections III, IV, V and VI.

### SECTION III. ADMINISTRATIVE EXPENDITURES

1. Administrative Expenditures	Enter the amount of <u>cumulative</u> administrative expenditures for the selected grant code.
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### SECTION IV. OTHER REPORTABLE ITEMS (ADMIN)

1. Non-Federal Support (Stand-In)	<p>Enter the total amount of Non-Federal Support for Core Self Services, Core Registration Services, Intensive Services and Training Services (if applicable).</p> <p><b>Notes:</b> Stand-in costs are paid from non-federal sources that a recipient proposed to substitute for federal costs that have been disallowed as a result of an audit or other review. Stand-in costs must be in the same category as the disallowed costs and must be reported as uncharged costs under the same title. In order to use Stand-In funds, they must be reported for the same year as the year the disallowed costs occur.</p> <p>Refer to 20 CFR 627.480(f)</p>
2. Unliquidated Obligations	<p>Enter the amount of all obligations owed but not yet paid for the program year.</p> <p><b>Notes:</b> "Obligation" means the amount of orders placed, contracts and sub-grants awarded, goods and services received, and similar transactions during a funding period that will require payment by the recipient or sub-recipient during the same or future period.</p> <p><b>Current to date administration expenditures + Unliquidated administrative expenditures MUST NOT exceed the 10 percent administrative cap.</b></p>
<b>MUST BE FILLED IN</b>	

3. Program Income Earned	Revenues in excess of the cost of services. Enter the amount of income earned.
4. Program Income Expended	Enter the amount of accrued expenditures of program income expended.

**SECTION V. CUMULATIVE EXPENDITURES (PROGRAM)** Enter the amount of cumulative expenditures for the selected grant code.

1. Core Self Services	Enter the amount of core self service expenditures and accruals from the beginning of the sub-grant term through the end of the report period.
2. Core Registration Services	Enter the amount of core registration service expenditures and accruals from the beginning of the sub-grant term through the end of the report period.
3. Intensive Services	Enter the amount of intensive service expenditures and accruals from the beginning of the sub-grant term through the end of the report period.
4. Training Services	Enter the amount of training service expenditures and accruals from the beginning of the sub-grant term through the end of the report period.
5. Other	<p>Enter the amount of other expenditures.</p> <p>(Other; includes program related costs that are not directly associated to serving clients).</p> <p><b>Rapid Response expenditures need to be entered on this line in whole (there are no administrative costs connected to the Rapid Response funding stream).</b></p> <p><b>NEG expenditures need to be entered on this line also, but <i>do have</i> administrative costs connected, therefore any expenditure amounts relative to administration costs must also be reported and entered in section III and IV of the EXPD report.</b></p>

6. Total Program Expenditures (1+2+3+4+5)	This line will auto-fill based upon entries to lines V. 1,2,3,4 & 5.
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#### SECTION V. OTHER REPORTABLE ITEMS (PROGRAM)

1. Non-Federal Support (Stand-In)	<p>Enter the total amount of Non-Federal Support for Core Self Services, Core Registration Services, Intensive Services and Training Services (if applicable).</p> <p><b>Notes:</b> Stand-in costs are paid from non-federal sources that a recipient proposed to substitute for federal costs that have been disallowed as a result of an audit or other review. Stand-in costs must be in the same category as the disallowed costs, and must be reported as uncharged costs under the same title. In order to use Stand-In funds, they must be reported for the same year as the year the disallowed costs occur.</p> <p>Refer to 20 CFR 627.480(f)</p>
2. Unliquidated Obligations	<p>Enter the amount of all obligations owed but not yet paid for the program year.</p> <p><b>Note:</b> "Obligation" means the amount of orders placed, contracts and sub-grants awarded, goods and services received, and similar transactions during a funding period that will require payment by the recipient or sub-recipient during the same or future period.</p>
<b>MUST BE FILLED IN</b>	
3. Program Income Earned	Revenues in excess of the cost of services. Enter the amount of income earned.
4. Program Income Expended	Enter the amount of accrued expenditures of program income.
5. Carry Forward Incentive Funds	Enter the amount of accrued incentive expenditures This is a one-line entry (incentive funds have no administrative or program cost categories). Grant code 111 (PY 98) and 112 (PY 99)

SECTION VII. COMMENTS
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Enter any comments in this section.

SECTION VIII. CERTIFICATION
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4. Contact Person	Enter the name of the contact person to be reached in the event any questions should arise. The contact person will, in most cases, be the individual who prepares the report.
5. Title	Enter the contact person's title.
6. Phone Number	Enter the contact person's phone number.
7. Date Submitted	Date submitted defaults to current date.